

LIONS HOUSE ALLOTMENTS ASSOCIATION
GENERAL DATA PROTECTION REGULATIONS, POLICY and PRIVACY NOTICE
22 NOVEMBER 2020

The following Personal Data is kept on Members of the Association:

- (1) Name
- (2) Address
- (3) Telephone number
- (4) Email if provided
- (5) Any correspondence to or from individual Members

The Data Controller is the Membership Secretary of the Association.

Data is collected by the Membership Secretary when Members join the Association or when Members' tenancy agreements are revised. Occasionally collection may be done by another committee member.

Data is collected only for the purposes of tenancy agreements, rent collection, and communications with Members about allotment or Association business.

Data is kept securely at the address of the Membership Secretary.

Data is kept on paper and computer. It is retained until Membership ceases, and for 2 years after it ceases.

Data is not provided to any other person or organisation unless prior permission has been sought by the Secretary and granted by the Member. BUT the Secretary may share Data with other committee members e.g. when collecting tenancy agreements, rents, checking records or corresponding.

Members may see or change their personal data by making a request to the Membership Secretary.

Any breach of privacy will be reported to the Member by the Membership Secretary.